✪ To uncompress the downloaded file using unzipping software:

- Invoke the unzipping software.
- Select the downloaded file.
- Select the report within the file (for E1 files there will be only one report).
- Select the PC directory where the unzipped report file will be placed.
- Start the unzipping process.
- Rename the unzipped report file giving it a "txt" or "prn" file extension (e.g., Q12.txt).

✪ To open the unzipped report file using report-viewing software (e.g: Monarch, MS Word)

- Format the report (if needed)

Since users can only access files in the CS.ES(agency code) directory using the FTP logon, agencies should set the FTP software's default mainframe directory to the CS.ES(agency code) file directory. Viewing other file directory lists through FTP software unnecessarily uses mainframe resources and increases the agency's data center charges.

If renaming the files cannot be accomplished using the file downloading and the unzip software, file names can be changed using Windows Explorer.

Resources Required To Retrieve E1 Files

To access the E1 files at the data center, agencies must establish an electronic link between a PC and the OTech FTP server. Some agencies may already be able to establish this link. Others many need to work with their agency's Information Technology section, CALSTARS Production Control, and OTech to make the connection.

All agencies are assigned a separate FTP logon that allows access to an OTech session specifically established for FTP transfers. This logon only allows access to the agency's CS.ES(agency code) file directory. Since multiple users can access the E1 files through FTP at the same time, only one logon is needed by an agency. Unlike CALSTARS and CTSO, the password for this logon does not expire. To activate the logon, the CALSTARS Agency Security Officer should contact the CALSTARS Production Control Unit at (916) 323-7541 or e-mail: prodcntl@dof.ca.gov.

Although the FTP logon password does not expire, an agency may change its password if desired. If the FTP software does not have a **new** password field, the password can still be changed. To change the password, type the following in the password field: the current password, a "/", the new password, a "/", and the new password again (e.g., Password: oldpassword/newpassword/newpassword). The new password is required the next time a client logs on.

The client's PC requires file downloading, unzipping, and report viewing software. The FTP file downloading software facilitates the transfer of the electronic file from OTech to the PC. There are many FTP file transfer software packages available. Some PC terminal emulator packages (e.g., Passport) also include downloading software. The unzipping software decompresses the file from "zipped" format to text format. Some software utility packages (like McAfee System Works) include zip-compression programs. In addition, there are many file compression software packages available that are compatible with the zipped file format. The report viewing software presents the text file in a form that may be displayed and printed. Agencies may already have some or all of these capabilities on their PCs as part of other software packages. If additional software is needed, the agency's software policies should be consulted prior to procurement.

CALSTARS supports Monarch software for working with report data files. Besides viewing the reports, this personal computer software allows clients to export data from the files to popular database and spreadsheet formats.

If clients only need to view the reports, most word processing packages may be used. The Windows operating system includes two simple word processors, Notepad and WordPad. Because Notepad cannot open large files, WordPad is generally a better choice for viewing CALSTARS reports. Other word processing packages (e.g. MS Word or WordPerfect) may be used, but additional formatting may be required so the report lines and spacing display correctly. Although formatting the reports takes a little extra work, using an agency's standard word processing package may be advantageous. For example, portions of the formatted reports may be sent as e-mail attachments to various managers and clients.

Retention Period For E1 Files

E1 report files are initially stored on disk at OTech. If a report file is not accessed for 35 days, the file is automatically archived to tape. An E1 file is retained at the data center for six years from the file creation date. At the end of the six-year period, the report file is deleted from the data center's disks or tapes. The file is deleted after six years regardless of how often the file has been accessed . The retention period can be set for eight years for the E1 report files, the CALSTARS Agency Security Officer must send a request via e-mail to calstars@dof.ca.gov and the request will be evaluated. If an agency wishes to delete an E1 file prior to its purge date the CALSTARS Agency Security Officer must send a request via e-mail to calstars@dof.ca.gov. The e-mail must include the file's data set name.

If a file has been archived to tape, the file must be moved back to disk before the file may be retrieved (downloaded). Therefore, retrieving a file after it is archived to tape will take longer than retrieving a file directly from disk. (During testing, the retrieval from tape storage to a PC took approximately one minute, but the time varies based on the data center's workload.) Clients are not required to submit a special request to have the report files moved from tape to disk. The process is automatic when the report file is requested.